

# Framework for Reopening Ventura County Schools

## OUR CONTEXT

Based on federal, state, and local guidance Ventura County schools recognize the *unique and distinctive* conditions shaping return-to-school opportunities and challenges accompanying the 2020-2021 school year. Our county's response to COVID-19 will be grounded in evidence-based processes and practices unique to our context. As county conditions change, we may adapt our protocols to address the challenges and opportunities generated by such variation. The challenges posed by COVID-19, and the duration of this threat, may make it more difficult for school districts to make uniform decisions. Ventura County schools are committed to working with public health agencies to ensure *continuity of education*. While conditions related to *regional variation* may change, we are unified in our promise to students, families, and staff.

On March 12, 2020 Ventura County declared a local emergency in response to COVID-19 conditions. On March 20, 2020, upon the order of the Ventura County Public Health (VCPH) Officer, Ventura County entered into comprehensive Stay Well conditions. On May 18, 2020 Governor Newsom revised public health benchmarks related to [Stage 2](#) progression on the roadmap for state reopening. On May 19, 2020 the Ventura County Board of Supervisors, based on the attestation of the Ventura County Public Health Officer, [voted unanimously](#) to approve 'accelerated Stage 2' reopening. On May 20, 2020 the California Department of Public Health approved the accelerated Stage 2 path, making [Ventura County](#) the first and largest Southern California County to receive such approval. As such, on May 20, 2020 the Public Health Officer [modified](#) the Stay Well order for Ventura County. On May 29, 2020 the Stay Well order was again [updated](#). On June 5, 2020 the California Department of Public Health released [COVID-19 Industry Guidance: School and School-Based Programs](#). The most recent Stay Well update occurred on June 12, 2020. Public Health Officer Orders that are available at <https://www.vcemergency.com/staywellvc>.

## CONSIDERATIONS FOR SCHOOLS: GUIDING PRINCIPLES TO KEEP IN MIND (CDC)

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. See also [Schools Decision Tool](#) and [Considerations for Youth Sports](#). The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

# **Ventura County Public Health Guiding Principles and Communication for School Districts**

## **BACKGROUND**

In mid-January, Ventura County Public Health (VCPH) began monitoring travelers returning from COVID-19 impacted areas and had our first case reported on March 4, 2020 in a returning traveler. Subsequently, Ventura County (VC) has taken numerous steps to curb transmission of the virus and allow time for our healthcare systems to increase their capacity to accommodate a potential surge. Ventura County declared a local health emergency on March 12, 2020 and since has issued several Public Health Officer Orders that are available at <https://www.vcemergency.com/staywellvc>.

While the Stay Well at Home Order has been in place, schools have transitioned to a 100% online learning environment. The California Department of Public Health (CDPH) issued COVID-19 industry guidance for Schools and School-Based Programs on June 5, 2020 to be effective starting June 12, 2020 for reopening schools. This guidance can be found at <https://covid19.ca.gov/pdf/guidance-schools.pdf>. The following VCPH specific guidance is meant to augment the CDPH guidance, not replace it. Therefore, VCPH expects school administrators to adhere to the CDPH guidance except where more restrictive VCPH guidance is outlined within this document. Like the CDPH guidance, this document is intended to help school districts prepare to resume in-person instruction and outline how VCPH will be able to support the schools in creating and maintaining a safe environment as students, teachers, and staff return to campus and allow for as much in-person instruction as is safe.

While the California Department of Education (CDE) also released a guide for local schools that may be a resource (<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>), VCPH recommendations are based upon CDPH guidance.

The CDPH and CDE documents should be used for a reference for guidance not addressed in this document. After the Guiding Principles section, the headings will mirror the sections outlined in the industry guidance for Schools and School-Based Programs from CDPH.

## **GUIDING PRINCIPLES**

VCPH recognizes the following guiding principles in developing this document:

- Social determinants such as poverty status, housing, and education play an integral role in overall health and wellness.
- Gaps in educational achievement are being exacerbated by transitioning to a completely online learning environment because those who are most vulnerable are more likely to have lack of internet access, lack of devices, increased parental burden and stress, increased student stress, food insecurity, etc.
- Access to healthy foods and opportunities to participate in physical activity are imperative to helping to reduce the risk of severe morbidity and mortality from COVID-19.
- Students, teachers, and school staff should be considered essential during this pandemic and plans for exclusion and quarantine of these individuals after exposure should be developed accordingly.

## GENERAL MEASURES

On May 19, 2020, Ventura County submitted an application to the State to pursue variance to move further into Stage 2 by attesting to meet criteria regarding county case metrics, county preparedness, and county response to COVID-19. This attestation was approved by CDPH on May 20, 2020. More information about the criteria and stages can be found at: <https://covid19.ca.gov/roadmap-counties/>. This means that local schools are eligible to resume in-person instruction and should comply with the following:

- Monitor local epidemiologic data provided on [www.vcemergency.com](http://www.vcemergency.com).
- Develop a plan for re-opening that complies with state and local guidance to be submitted to the Ventura County Office of Education (via e-mail to Antonio Castro [Acastro@vcoe.org](mailto:Acastro@vcoe.org) and Dawn Anderson [Daanderson@vcoe.org](mailto:Daanderson@vcoe.org)) no later than August 5, 2020. The VCPH Health Officer will not review or approve plans prior to submitting to VCOE. VCOE will be checking for compliance with guidance and providing feedback, but no formal approval will be granted. The plan should adhere to the CDPH and VCPH guidelines and include the following components:
  - Promote Healthy Hygiene Practices – Explain how the schools will implement non-pharmaceutical interventions.
  - Plans for Cleaning, Disinfecting, and Ventilation.
  - Plans for Physical Distancing Inside and Outside the Classroom.
  - Employee and staff education - This should include training on how to wear PPE/face coverings, check for signs and symptoms, and cleaning and disinfection procedures.
  - Family Education – This section should include a family communication plan.
  - Screening Procedure for Staff, Students, and Visitors.
  - Surveillance - This section should include a plan for monitoring for attendance, verifying absences, and notifying VCPH.
  - Plans should not require universal testing of students and staff prior to reopening schools.
- Each school district will be required to designate two liaisons to communicate with the VCPH Communicable Disease Program when a concern arises related to COVID-19; it is preferred that one of the designees will have a medical background (i.e. school nurse). All communication between VCPH and the school district will be coordinated through these liaisons to avoid confusion and duplication of efforts. School district designees should be e-mailed to VCPH at [covidschools@ventura.org](mailto:covidschools@ventura.org) no later than August 5, 2020, but before the start of school.

## PROMOTE HEALTHY HYGIENE PRACTICES

In order to promote alignment between guidance documents, it is expected that school plans consider all recommendations proposed in [COVID-19 Industry Guidance: Schools and School-Based Programs](#). The following statements represent required CDPH guidelines.

- Teach and reinforce washing of hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes, among students and staff.
- Teach and reinforce use of cloth face coverings, masks, or face shields, as indicated. Face coverings are most essential when physical distancing is not practicable but must

be worn when ordered by local or state guidance. Face coverings should not be used for children with special healthcare needs if they have any respiratory related or breathing issues, or if they cannot communicate that they are having trouble breathing.

- Develop schedules for routine handwashing before and after eating, after being outside, and before and after using the restroom.
- Provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors.

## **INTENSIFY CLEANING, DISINFECTION, AND VENTILATION**

In order to promote alignment between guidance documents, it is expected that school plans consider all recommendations proposed in [COVID-19 Industry Guidance: Schools and School-Based Programs](#). The following statements represent required CDPH guidelines.

- Prohibit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions, including for application and storage.
- Ensure proper ventilation during cleaning and disinfecting.

## **IMPLEMENTING DISTANCING INSIDE AND OUTSIDE THE CLASSROOM**

VCPH will not specify the number of people that can be in a classroom and has the following recommendations:

- Each school may determine the number of students and staff in a classroom based on the classroom size (square footage) while maintaining physical distancing of at least 6 feet between all individuals.
- To the extent possible, and as recommended by the CDC, attempt to create smaller student/educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible. (CDE, *Stronger Together*, pg. 7).
- Maximize space between seating and desks. Distance teacher and other staff desks at least six feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact (CDPH, pg. 9). Partitions or use of cloth face coverings do not lessen the need for physical distancing.
- Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient (CDPH, pg. 6). Masking of students and staff does not allow for greater density of individuals in a classroom.

## LIMIT SHARING

No further VCPH guidance is provided for this section.

## TRAIN ALL STAFF AND EDUCATE FAMILIES

No further VCPH guidance is provided for this section.

## CHECK FOR SIGNS AND SYMPTOMS

As indicated above, VCPH requires that each school district designate two liaisons to work with our Communicable Disease Program when there is a suspected or confirmed COVID-19 exposure within the school district. Notifications can be sent to [covidschools@ventura.org](mailto:covidschools@ventura.org) or by calling (805) 981-5101.

VCPH realizes that implementing active screening upon entering the facility for all students, staff, and visitors may create challenges for timely school entry and passive screening for staff and students may be appropriate.

\* **Passive Screening.** Instruct parents to screen students and staff to self-screen before leaving for school (check temperature to ensure temperatures below 99.5 Fahrenheit by the no-touch temporal or forehead method or 100.4 degrees Fahrenheit orally and observe for symptoms outlined by public health officials).

\* **Active Screening.** Engage in symptom screening as students and staff enter campus and buses, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers. (CDE, *Stronger Together*, pg. 3)

## PLAN FOR WHEN A STAFF MEMBER, CHILD OR VISITOR BECOMES SICK

VCPH provides the following clarifications to the CDPH provided guidance:

- VCPH encourages schools to have a separate health office or space where routine health related procedures for students should take place (i.e. providing insulin, catheterization, etc.) and an additional health office or space for sick children to be evaluated.
- VCPH clarifies that sick staff members and students with **confirmed COVID-19** should not return until they have met CDC criteria to discontinue home isolation which would be determined by VCPH, but all other communicable diseases should follow the [School Quick Reference: Exclusion of Students](#).

## MAINTAIN HEALTHY OPERATIONS

VCPH will designate two Public Health Nurses (PHNs) from the Communicable Disease Program to address issues that arise in the schools due to COVID-19. These PHNs will maintain a SharePoint site with disease specific protocols and guidance documents for school appointed liaisons. In addition, VCPH recommends the following:

- School districts should conduct daily absence verification of symptoms to enter into their respective student information system and report weekly COVID or influenza-like illness (ILI) absenteeism for staff and students utilizing the VCPH surveillance survey. Report

absenteeism rates immediately to VCPH if more than 10% of staff and students are out in a single day at any school site.

- Designated school district liaisons will be required to work with the VCPH PHNs on contact tracing for confirmed COVID-19 in a student, teacher, or staff member in their district. School district liaisons will be provided with training on contact tracing by VCPH.

## CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

In most cases, entire schools may not be required to close even if there is a confirmed case in a staff member or student. Closure of a classroom or multiple classrooms may be necessary to prevent disease transmission, but any decision to close a portion of or the entire school should be made in consultation with VCPH. VCPH may also implement partial or full school closures where 6-foot social distancing requirements are not met.

AB77/SB 98 allows for distance learning either as a result of an order or guidance from a state or local public health officer, or for students who are medically fragile or would be put at risk by in-person instruction or who self-quarantining because of exposure to COVID-19. While VCPH is encouraging as much classroom-based instruction as possible with social distancing in place, consistent with the intent of AB77/SB 98, the Ventura County Public Health Officer supports the use of distance learning or other means of non-classroom based instruction for school districts, as necessary to support continuity of instruction.

For the purposes of this guidance, VCPH considers students, teachers, and staff as essential learners and workers. VCPH recognizes that hundreds of children present to the health offices throughout the county each day school is in session. School nurses and health technicians will play a crucial role in triaging students and staff to determine if testing is warranted for COVID-19. VCPH recommends the following:

- Students and staff that present to the school health offices with a fever of 99.5 Fahrenheit by the no-touch temporal or forehead method or 100.4 degrees Fahrenheit orally **and** a cough and/or shortness of breath and/or gastrointestinal illness should be considered a suspect COVID-19 case and referred for testing.
  - Parents should be notified to pick up their child and call their primary medical doctor for referral to a site for COVID-19 testing.
  - For those students that do not have a usual source of care, coordinate with the VCPH PHN to arrange for same day testing through the Public Health Lab (PHL) by contacting 805-981-5101.
  - While the individual is awaiting test results, they should isolate at home and be provided with a distance learning option.
- Only a minority of students and staff who have COVID-19 infection fit the above description. School nurses and health technicians must use their judgement to identify additional suspect cases to refer for testing.

When there is an individual with a **confirmed COVID-19** test, coordinate with VCPH to determine who should be considered as a close contact. A close contact is someone who was within 6 feet of an individual for a sustained period of time (10-30 minutes).

- Staff that are identified as a close contact of a **confirmed COVID-19** will be referred for testing. Verification of a negative result would allow the person to return to work. Active symptom screening (temperature and symptom checks) will be done daily for 14 days

following exposure. The employee will wear a *medical* mask at all times during these 14 days at the end of which they will undergo repeat COVID-19 testing.

- Students who remained with the same cohort of individuals, the teacher and students in the classroom with the individual who was **confirmed as being positive for COVID-19** should be considered contacts. Close friends with significant contact outside of the class should also be treated similarly. The students and staff should be referred for testing.
  - For those students that do not have a usual source of care, coordinate with the VCPH PHN to arrange for same day testing through the PHL by contacting 805-981-5101.
  - While the individual is awaiting initial test results, they should isolate at home and be provided with an option for distance learning.
  - Students and staff that test negative may continue to attend or to work at the school but should wear *medical* masks and practice meticulous hand hygiene and social distancing.
  - They should be retested at approximately 7 days and 14 days.
  - Temperature/symptom checks would be taken twice per day and reported to VCPH as part of contact follow-up.
- For middle and high school students, teachers and classmates of the positive individual may not be considered close contacts with physical distancing measures in place. Nevertheless, all such individuals should be advised to redouble their efforts at sanitary behaviors and social distancing inside and outside school for the next 14 days and to consider any symptom outside of normal as evidence of possible COVID-19 infection and seek testing. Close friends should be considered close contacts and treated as such.
- VCPH will work with the school district liaisons to help coordinate testing of large groups of staff and students as needed.

# Instructional Considerations: Focus on Equitable Outcomes

## LEARNING LOSS

Based on [recent research](#) completed by the Northwestern Evaluation Association (NWEA), projected learning loss associated with 'COVID Slide' may have significant and lasting impacts on academic achievement.

- While many students may demonstrate uneven learning losses, English learners, students with disabilities, low income and foster / homeless youth may be the most disadvantaged by interrupted education associated with COVID-19.
- Flexibility in state / federal categorical programs, instructional minutes, master scheduling, parent education programs, and collaboration with educational and business partnerships should be explored to mitigate the effects of 'COVID Slide.'

## MENTAL HEALTH SUPPORT

Fear, loss, and isolation may result in the need for coordinated mental health supports.

- Prior to students returning to school campuses, consider providing communication familiarizing families and staff with environmental and procedural changes to schools and work environments.
- Consistent with VCPH guidance related to public gatherings, consider hosting small group or virtual campus walkthroughs, and/or reopening orientation sessions designed to address the needs of students, families, and staff.

## CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

When making considerations for special education and related services, school personnel, to the greatest extent feasible, should build instructional programming with a foundation of equity, equal access, and with services provided in the least restrictive environment.

Special education services (location, scheduling, mode of service delivery, etc.) must be delivered in such a manner that protects student confidentiality and maintains student and staff health and safety. School personnel, in their efforts to minimize student contacts with multiple adults, must also ensure appropriate access to individualized services provided by special education and related service providers. Determinations about whether virtual or face-to-face delivery of services are most appropriate given current health recommendations and student needs should be considered when developing return-to-school plans.

### I. SPECIAL EDUCATION AND RELATED SERVICES

To help determine planning needs for special education and related services, consider the following:

Specialized academic instruction and related services may be provided per the student's Individualized Education Plan or 504 plan in-person and/or virtually and while maintaining social distancing of 6 feet, to the greatest extent possible, in the following service delivery models:

- Individual
- Group
- Consultation/collaboration

When 6-foot social distancing is not practicable, consider establishing service delivery session times less than 30 minutes to minimize *close contacts*.

For consultation and collaboration services, consider a virtual platform for delivery.

For services provided in groups, consider utilizing the *service delivery cohorts*\* to minimize the grouping of students from different classrooms. (\**Service delivery cohort*: group of students regularly convened for the purpose of receiving a specific special education service, in case of the need for contact tracing.)

Consider scheduling students with pre-existing health conditions, in "classroom cohorts" to provide special education and related services. Consider revising or creating a student's specialized health care plan/protocol in IEP/504 Plan.

## **II. PPE AND OTHER HEALTH AND SAFETY CONSIDERATIONS**

Educators providing unique services within close proximity to the student or service providers working with students who, due to their individual needs, may be unable to utilize cloth face coverings may consider additional PPE precautions such as gloves, face shields, and/or gowns (i.e. educators working with students who are medically fragile or immunocompromised).

Establish safe hygiene routines prior to and after each session for both the provider and student. This could be supported through visuals, social narratives, and other lessons during opening and ending activities.

For itinerant providers, develop a schedule and protocol to include documenting the school, student name, classroom or office location where services are provided. Note beginning and end time of each session. This will support the potential need for contact tracing.

Provide cloth face coverings and/or face shields for related service providers and for students during sessions as appropriate per State, CDPH and/or VCPH guidelines and while in group sessions.

For related service providers who need to have their entire face visible to the student, such as when working with a speech language pathologist or deaf hard of hearing provider, the use of face shields or clear masks versus a cloth mask should be considered.

Follow VCPH cleaning practices before and after every use of the materials and consider providing individual consumable materials during service delivery sessions.

When working in groups where social distancing is not feasible or with students when social distancing is not appropriate given the unique needs of the student consider planning for flexibilities to support students with extensive needs and facilities limitations (CDE, Stronger Together, pg. 20). Such flexibilities may include the use of clear visual dividers and other safety precautions as described above.

### **III. SPECIAL EDUCATION ASSESSMENTS**

School personnel, to the greatest extent feasible, must create confidential and standardized testing environments that protect student health and safety and ensure valid and reliable administration of assessment procedures. All evaluations or reevaluations should be completed safely and follow ethical and legally defensible guidelines. Below are considerations to minimize health risks to students and assessors when completing legally mandated assessments:

### **IV. TESTING ROOM CONSIDERATIONS**

- Maintain 6-foot distance between the assessor and student, as feasible
- Develop plans for breaks (materials readily available, walk / movement break, etc.) between assessment periods and student trips to bathroom (nearest location, procedures)
- Ensure student has access to drinking water
- Maintain a student contact log for contact tracing purposes.

### **V. TESTING MATERIALS AND SAFETY CONSIDERATIONS**

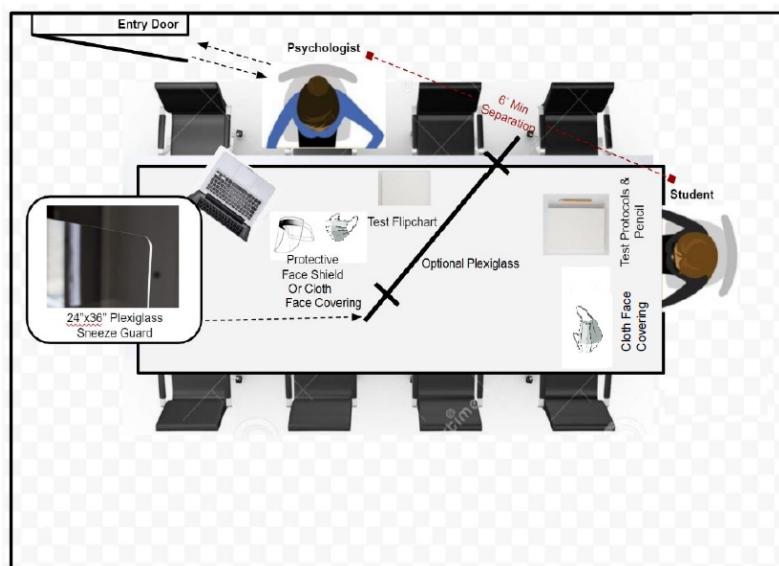
- Face shield and/or cloth mask for assessor and/or student
- Use plexiglass divider or clear barrier in between student and assessor
- Create cleaning procedures for shared assessments kits/materials among colleagues
- Consider the use of clear film on each testing flip book/paper materials to allow for cleaning after each student's use
- As appropriate, consider the use of assessments with limited hands-on materials (i.e. flip books that can be behind a barrier versus materials that require touch)
- When using "hands-on" testing manipulatives such as blocks, puzzle pieces etc., consider using two sets; one for the assessor to model the directions and the second set for the student to use.
- Ensure that students only use new or sanitized supplies/materials.
- Access to supplies for hand washing or sanitizing upon entry to assessment room and upon exit from assessment room
- Access to cleaning supplies and procedures for individual assessment kits/materials
- Gloves for assessor when scoring the individual protocols

### **VI. ADDITIONAL TESTING CONSIDERATIONS**

- In order to maximize student access to instruction, consider scheduling assessment appointments when students are not receiving face-to-face instruction.
- In the assessment report, consider noting breaks in standardization during assessment such as that the examiner (and student, if applicable) was wearing a face covering or shield.
- Consider assessments that do not require hands-on materials: i.e. WJ, CTONI, TVPS, TAPS, CTOPP, WRAML, FAR, TONI, etc.
- The California Association of School Psychologists (CASP) published a position paper on the constraints and potential validity concerns presented by completing standardized assessments virtually. While analysis is specific to remote/virtual testing, it does provide helpful considerations knowing that testing environments may look different. See underlined statements below:
  - Assessment must be administered in the manner in which they were developed and validated. If adaptations are made for remote administration, there must be high-quality evidence that such adaptations produce results that are similarly reliable and valid to the face-to-face administration. Any such adaptations should be documented in the evaluation report.

- Assessments should be administered remotely only on platforms designed for that purpose. Appropriate training is needed for school psychologists, other school-based assessors, and any individual at home who might assist the student. Even when appropriate supports are available, school psychologists should still identify and report any validity issues given the student's level of anxiety, disruption during the testing, etc.

*Pictures provided by Marin COE and Iyonne Adrianzen-Watson, Bilingual School Psychologist, San Francisco Bay Area and adapted to meet our considerations.*



## SCHOOL HEALTH SERVICES COMMUNICABLE DISEASE OUTBREAK PLAN

This document is reviewed and updated regularly based on CDC, CDPH, and Ventura County Public Health Orders or Guidance.

Communication Plan:	Action Items:	Person Responsible:
<ul style="list-style-type: none"> <li>Coordinate messaging with Ventura County Public Health (VCPH), based on current and accurate sequence of events and preventative recommendations.</li> <li>Messaging to parents (ie: letters, all-call, school website, email, Facebook, Twitter) on universal preventative illness measures and to keep child home when sick. Home Screening of illness symptom check.</li> </ul>	<ul style="list-style-type: none"> <li>Parent call</li> <li>Parent letter- English/Spanish</li> </ul>	<ul style="list-style-type: none"> <li>VCPH</li> <li>VCOE</li> <li>District icons</li> </ul>
<ul style="list-style-type: none"> <li>Disseminate <a href="#">Educational Resource Tools</a> to school staff and students about best hygiene practices (how to wear face coverings, handwashing and cover your cough).</li> <li>Communication to staff about use of face coverings, cleaning, disinfecting</li> </ul>	<ul style="list-style-type: none"> <li>Teachers to talk to students daily</li> <li>Posters to go up in all classrooms, bathrooms, office, and cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Administrator</li> <li>Communication director</li> </ul>
Health Office Procedures:	Action Items:	Person Responsible:
<ul style="list-style-type: none"> <li>Anyone with ill symptoms (fever, cough, gastrointestinal symptoms) will be sent to health office and separated from the rest of the students/staff, but monitored and sent home immediately. <b>Refer to Share Point and VCPH Guiding Principles and Communication for School Districts on release and return of ill students</b></li> </ul>	<ul style="list-style-type: none"> <li>If student is coughing, provide a surgical/procedure mask</li> <li>Notify appropriate persons about ill student contacts</li> </ul>	<ul style="list-style-type: none"> <li>School nurse or health office staff</li> <li>VCPH</li> <li>VCOE</li> </ul>
<ul style="list-style-type: none"> <li>Health office set up to accommodate well and ill student flow. If unable to provide a separate room for monitoring ill and well students in health office, use a non-porous privacy screen between chairs.</li> </ul>	<ul style="list-style-type: none"> <li>Rearrange furniture and purchase needed physical barriers to reduce risk of exposure to others</li> </ul>	<ul style="list-style-type: none"> <li>School nurse and health office staff</li> <li>Principal</li> </ul>
<ul style="list-style-type: none"> <li>Inventory personal protective equipment (gloves, surgical/procedure masks, gowns). Order and distribute supplies as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Inventory and order</li> <li>Lock up inventory</li> </ul>	<ul style="list-style-type: none"> <li>School nurse and health office staff</li> <li>Principal</li> </ul>
<ul style="list-style-type: none"> <li>Review BP/AR 5141.22 - Infectious Diseases.</li> </ul>	<ul style="list-style-type: none"> <li>School nurse / administrator to review and revise BP/AR as necessary</li> </ul>	<ul style="list-style-type: none"> <li>School nurses</li> <li>Administrator</li> </ul>

<ul style="list-style-type: none"> <li>Review cleaning guidelines and ensure frequent touch-surfaces (desks and tables) are cleaned with detergent (soap) and water and then disinfected with an EPA-approved disinfectant. <a href="#">CDC Guidance for Cleaning and Disinfecting</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Recommendations and Requirements for Cleaning and Disinfection during Outbreak of Infectious Disease</a> (Ventura County Schools Self-Funding Authority)</li> <li>Verify cleaning products meet EPA criteria</li> </ul>	<ul style="list-style-type: none"> <li>School nurse and health office staff</li> <li>Facilities-custodian</li> <li>Risk Management</li> </ul>
<ul style="list-style-type: none"> <li>Establish guidelines for case management and reporting of students who are ill</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Confidential Morbidity Report Form (VCPH)</a></li> <li>Follow-up call to family- check-in</li> </ul>	<ul style="list-style-type: none"> <li>School nurse in coordination with VCPH</li> </ul>
<ul style="list-style-type: none"> <li>Implement guidelines for re-entry of ill students based on VCPH recommendations. Refer to VCPH Share Point and FAQs. Email any additional questions to <a href="mailto:covidschools@ventura.org">covidschools@ventura.org</a></li> </ul>	<ul style="list-style-type: none"> <li>Determine process for student remittance coordinated with VCPH.</li> <li>Need notice of exclusion template (ENG/SPAN)</li> </ul>	<ul style="list-style-type: none"> <li>School nurse and health office staff</li> <li>Attendance clerks</li> <li>Office managers</li> <li>VCPH</li> </ul>
<b>Special Considerations:</b>	<b>Action Items:</b>	<b>Person Responsible:</b>
<ul style="list-style-type: none"> <li>Medically fragile and immunocompromised student attendance</li> <li>Aerosolized respiratory treatments (nebulizer, suctioning, therapy vest)</li> </ul>	<ul style="list-style-type: none"> <li>Contact parents and physician</li> <li>Contact parent and physician to consider changes to orders and/or safest environment</li> </ul>	<ul style="list-style-type: none"> <li>School nurse</li> <li>School nurse</li> </ul>
<b>Employee Training:</b>	<b>Action Items:</b>	<b>Person Responsible:</b>
<ul style="list-style-type: none"> <li>Information on Covid-19: prevention measures and transmission of illness.</li> <li>Cleaning and Disinfecting</li> <li><a href="#">Using Personal Protective Equipment</a> (CDC)</li> <li>First Aid</li> <li>Surveillance of attendance</li> <li><a href="#">Making Contact: A Training for Covid-19 Contact Tracers- Provider: Train</a> Or <a href="#">Making Contact: A Training for Covid-19 Contact Tracers-Provider: ASTHO</a></li> <li>HIPAA-FERPA <a href="#">Health Information Privacy</a></li> </ul>	<ul style="list-style-type: none"> <li>Review current training materials</li> <li>Target Solutions-option</li> <li><a href="#">CDC Educational Resource Tools</a></li> <li>Health office practices (masks on ill students only). Staff to wear appropriate PPE when taking care of ill students.</li> <li>PPE training- don – doff</li> <li>N95 fit testing for school nurses and those performing aerosolized respiratory treatments</li> </ul>	<ul style="list-style-type: none"> <li>School Nurse</li> <li>Target Solutions</li> <li>Human resources</li> <li>VCPH</li> </ul>
<ul style="list-style-type: none"> <li>Create list of names and contact for all outside services providers, volunteers, and interns that physically access each school campus.</li> </ul>	<ul style="list-style-type: none"> <li>Verify and create call-tree</li> </ul>	<ul style="list-style-type: none"> <li>Office managers and principal</li> </ul>
<b>Surveillance and Reporting:</b>	<b>Action Items:</b>	<b>Person Responsible:</b>

<ul style="list-style-type: none"> <li>Determine standard surveillance reporting process. This would be coordinated through Ventura County Office of Education (VCOE) and VCPH will disseminate to school sites on how, when, and what information would be collected and reported to VCPH.</li> <li>Monitor attendance rates weekly, looking at classroom, grade-level, and school site attendance.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor attendance: weekly sick student check-in</li> <li>Call all students with suspected COVID-19 symptoms OR</li> <li>Automated school office call-in system?</li> </ul>	<ul style="list-style-type: none"> <li>Office manager and teachers w/ school nurses</li> <li>Administration</li> </ul>
<ul style="list-style-type: none"> <li>Notify Ventura County Public Health for dropping attendance rate, as requested. VCPH will provide communication with respect to frequency of attendance surveillance and reporting requirements. (17 CCR 2500)</li> </ul>	<ul style="list-style-type: none"> <li>Report to VCPH, as requested</li> </ul>	<ul style="list-style-type: none"> <li>School Nurse</li> </ul>
<b>Strategic Planning and Team Meeting: OPTIONAL</b>		
<ul style="list-style-type: none"> <li>At least every 2 weeks, the team will review and adapt current plan based on new information, attendance rates, including cleaning measures, health office guidelines for illness, and staffing options due to shortage. Consider closure of non-academic events.</li> <li>Identify successful processes and challenges.</li> <li>Collaborate with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Disseminate new information to staff</li> <li>Update plan accordingly</li> <li>Strengthen processes and brainstorm challenges</li> </ul>	<ul style="list-style-type: none"> <li>Designated Team lead &amp; team</li> <li>Health and Safety Team</li> <li>Health and Safety Team</li> </ul>

## School-Based Services Contact List

*(Contact person for any positive exposure to essential staff)*

Outside Agencies- Vendors	Contact Person
Ventura County Behavioral Health	<p><b>Michael White, Safety and Disaster Manager</b>  <a href="mailto:Micheal.White@ventura.org">Micheal.White@ventura.org</a>  <b>(805) 981-6838</b> Main Office *email and call since he monitors his number and email for emergency situations</p> <p><b>For ERSES on school sites:</b>  <b>Jennifer Dougherty, Senior Manager</b>  <a href="mailto:Jennifer.Dougherty@ventura.org">Jennifer.Dougherty@ventura.org</a></p>

	973-5184 Main Office 575-7261 County Cell Phone
<b>Ventura County SELPA services</b>  <b>(Social-emotional therapist, SW interns, APE, OT, PT)</b>	<b>Emily Mostovoy, Assistant Superintendent</b> <a href="mailto:EMostovoy@vcoe.org">EMostovoy@vcoe.org</a> Office: (805) 437-1561 Cell: (805) 640-5212
<b>California Children's Services- Medical Therapy Unit</b>	<b>Allyson Harmon, MTU Program Manager</b> <a href="mailto:Allyson.harmon@ventura.org">Allyson.harmon@ventura.org</a> Office: 981-5223 Cell: (708)359-5434
<b>Probation- Gateway</b>	<b>Aide Kasaba, Probation Officer</b> <a href="mailto:aide.kasaba@ventura.org">aide.kasaba@ventura.org</a> Office: (805) 973-5100
<b>Aspiranet</b>	<b>Aliya Maki, Core Program Manager</b> <a href="mailto:amaki@aspiranet.org">amaki@aspiranet.org</a> Office (805)289-0120 x 3011 Cell: (805) 738-2388
<b>Hearing Conservation</b>	<b>Leslie Comstock, Director</b> <a href="mailto:Lcomstock@vcoe.org">Lcomstock@vcoe.org</a> Office: (805) 437-1381 Cell: (805) 701-7464

## Regulation References

### School Board Policy

- 5141.22 Infectious Diseases

### EDUCATION CODE

- 48213 Notice to parent or guardian - *If a pupil is excluded from attendance pursuant to Section 120230 of the Health and Safety Code or Section 49451 of this code, or if a principal or his or her designee determines that the continued presence of the child would constitute a clear and present danger to the life, safety, or health of a pupil or school personnel, the governing board is not required to send prior notice of the exclusion to the parent or guardian of the pupil. The governing board shall send a notice of the exclusion as soon as is reasonably possible after the exclusion.*
- 49451 Right to refuse physical examination of child - *A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is a*

*good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.*

- 49408 Pupil information for emergencies - *For the protection of a pupil's health and welfare, the governing board of a school district may require the parent or legal guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parents or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached.*

#### **HEALTH AND SAFETY CODE**

- 120230 Exclusion of persons from school because of communicable disease - *No instructor, teacher, pupil, or child who resides where any contagious, infectious, or communicable disease exists or has recently existed, that is subject to strict isolation or quarantine of contacts, shall be permitted by any superintendent, principal, or teacher of any college, seminary, or public or private school to attend the college, seminary, or school, except by the written permission of the health officer.*

#### **CALIFORNIA CODE OF REGULATIONS**

- 5 CCR 202 Exclusion of pupil with contagious disease - *A pupil while infected with any contagious infectious disease may not remain in any public school.*
- 17 CCR 2500 Reporting procedure of diseases to local health authority – duty of every health care provided to report to the local health officer a case or suspected case on any reportable communicable disease, including novel virus infection with pandemic potential.

# Reopening & COVID-19 Mitigation Plan Template

School / District:

School / District VCPH Liaisons

NAME	TITLE	WORK LOCATION	EMAIL ADDRESS	OFFICE & CELL NUMBERS

## Promote Healthy Hygiene Practices

Describe your plan to:

1. Disseminate [Educational Resource Tools](#) to teach school staff, students, and families about best hygiene practices (how to wear face coverings, handwashing and cover your cough)
2. Schedule for routine handwashing and ensure adequate supplies to support healthy hygiene

Plan:

Person(s) responsible

Date of Implementation

## Intensity Cleaning, Disinfecting, and Ventilation

Describe your plan to prohibit or limit shared use of equipment, use of EPA products, and schedule for cleaning and ventilation of area during cleaning.

Plan:

Person(s) responsible

Date of Implementation

## Implementing Distancing Inside and Outside the Classroom

Describe your plan to:

1. Address arrival and departure of students (staggered schedules, directional routes)
2. Classroom sizes to maintain 6-foot distancing between individuals, student /educator cohorts to minimize contacts. (Include school / district bell schedules.)\*
3. Non-classroom spaces (limitation of nonessential visitors, use of outdoor space for instruction)\*

\* Note: The use of face coverings does not allow for greater density of individuals in a classroom.

Plan:	Person(s) responsible	Date of Implementation

#### Limit Sharing

Describe plan to limit sharing and storage of student/educator belongings (food, materials, electronics)

Plan:	Person(s) responsible	Date of Implementation

#### Train All Staff and Educate Families

Describe your plan to:

1. Train all staff and educate families on COVID-19 specific symptom identification, physical distancing guidelines and their importance, use of face coverings, screening practices. prevention measures, and transmission of illness
2. Train staff on cleaning and disinfecting, use of personal protective equipment, first aid, surveillance of attendance (reporting, case management, and re-entry); contact tracing introduction for district liaisons; and HIPAA-FERPA

Plan:	Person(s) responsible	Date of Implementation

#### Check for Symptoms - Screening Staff, Students, and Visitors

Describe your plan to:

<ol style="list-style-type: none"> <li>1. Screen all students, staff, and visitors entering school facilities</li> <li>2. Monitor students and staff throughout the day for signs of illness</li> <li>3. Support ill students and staff to remain at home without fear of reprisal</li> </ol>		
Plan:	Person(s) responsible	Date of Implementation
<b>Plan for When a Staff Member, Student, Visitor Becomes Sick</b>		
Describe your plan to:		
<ol style="list-style-type: none"> <li>1. Include health office procedures for ill students</li> <li>2. Involve HR for ill staff and visitors</li> <li>3. Support district liaison communication with VCPH, use of VCPH Share Point site for local guidance, and use of the <a href="mailto:covidschools@ventura.org">covidschools@ventura.org</a> email</li> </ol>		
Plan:	Person(s) responsible	Date of Implementation
	School district VCPH liaison	
<b>Maintain Healthy Operations - Surveillance and Reporting</b>		
Describe your plan to standardize surveillance monitoring and reporting process based on VCPH guidance.		
Plan:	Person(s) responsible	Date of Implementation
<b>Consideration for Partial or Total Closure</b>		
Describe your plan to:		
<ol style="list-style-type: none"> <li>1. Communicate with VCPH prior to any school closure*</li> <li>2. Communicate school closures with families and staff</li> <li>3. Maintain continuity of education through distance learning or other means of non-classroom-based instruction*</li> </ol>		
<p style="text-align: center;"><i>*Note: Any decision to close a portion of or the entire schools should be made in consultation with VCPH</i></p>		

Plan:	Person(s) responsible	Date of Implementation
<b>Strategic Recovery Planning Team (Optional)</b>		
Describe your plan to designate a team to periodically update current plan, based on revised local and/or state guidance. Team will include designated district liaisons.		
Plan:	Person(s) responsible	Date of Implementation

Plan has been reviewed for alignment with VCPH Guiding Principles and VCOE Framework on \_\_\_\_\_(date).

VCOE Internal Process Only
Date Received: _____ Date Reviewed: _____
Date sent to VCPH:
Date of confirmed receipt by VCPH:

*This plan will be completed by each district and charter school in Ventura County by no later August 5, 2020. Plans will be emailed to Dawn Anderson [daanderson@vcoe.org](mailto:daanderson@vcoe.org) and Antonio Castro [acastro@vcoe.org](mailto:acastro@vcoe.org).*